

Memo

To: Board of Managers
From: Chief of Police *HTD*
CC: Village Manager
Date: November 6, 2008
Re: Police Department Modifications

I am seeking the Board's support for modifications to Village space currently occupied by the Police Department. Drawings illustrating existing conditions are attached together with various alternative designs. I ask that you authorize space modifications illustrated in the drawings labeled "Proposed Conditions Upper Level A" and "Proposed Conditions Lower Level A". Work in these configurations utilize existing Police Department space with minimum modifications. Proposed Conditions "B" and "C" involve more extensive renovation that is not needed. Funding is included in the approved FY 2009 Safe Speed Program budget.

Supporting Proposed Conditions "A" Upper and Lower Level translates into moving the existing Police Locker Room to the existing lower level police storage area. The vacated locker room becomes the Chief's office and the existing Chief's office becomes a shared office for the Department's two (2) Certified Training Officers giving them workspace and storage space for training files and programs they are responsible for producing.

Mr. Biddle and I met with the Building Facilities Commission (BFC) to hear its opinion. The BFC supports the modifications as recommended in this memorandum, provided that a second entry to the Chief's office is located on the hallway wall with appropriate signage for visitor notification, visibility and accessibility of the Chief to the community.

From: Elizabeth Bausch [mailto:epibausch@yahoo.com]
Sent: Friday, October 31, 2008 5:33 PM
To: Waterman, Michael
Subject: Fw: Police Renovations

TO: Chevy Chase Village Board of Managers

FROM: Building Facilities Commission

RE: Police Renovations

DATE: October 31, 2008

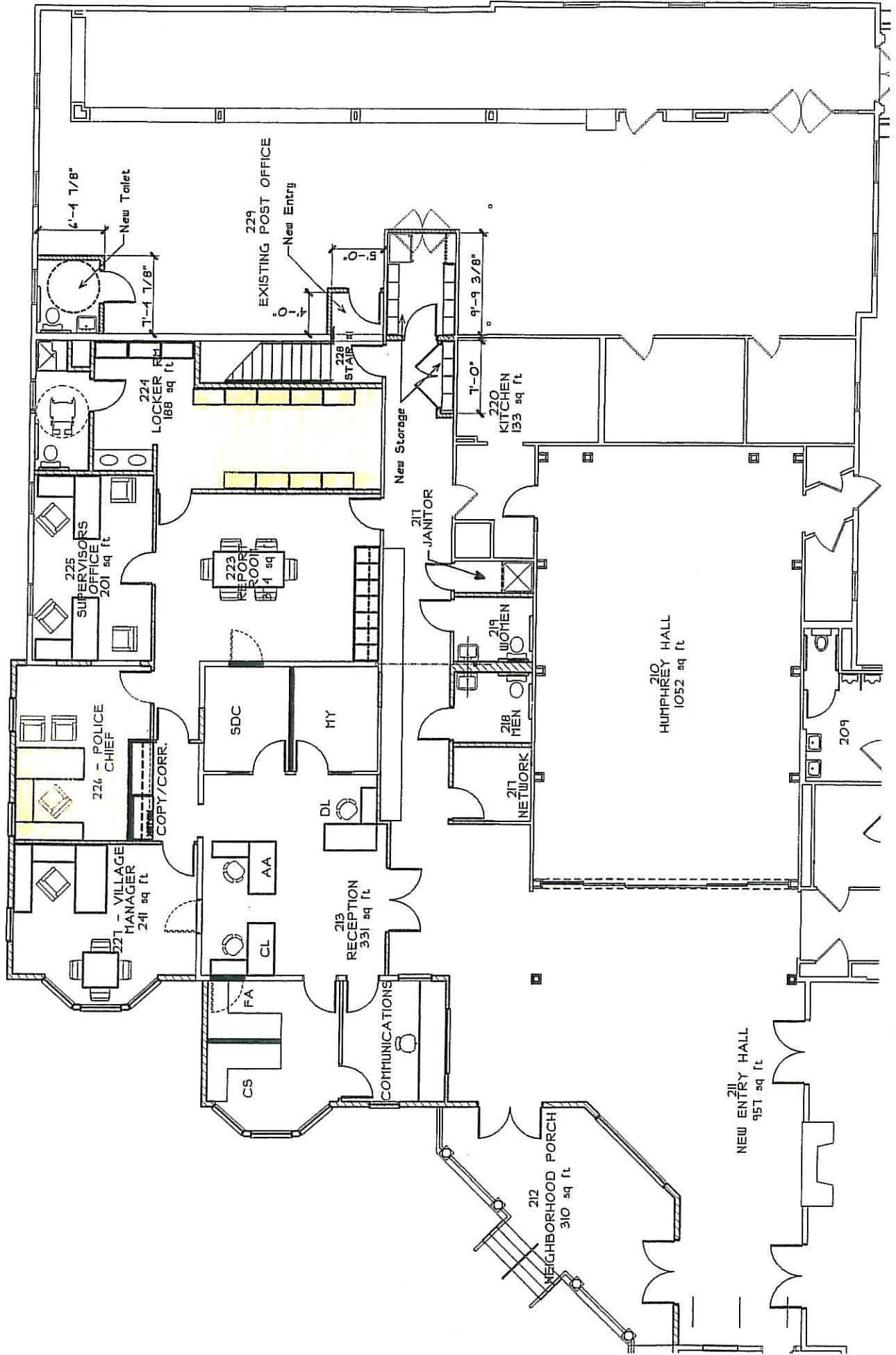
The Building Facilities Commission has reviewed, along with Geoff Biddle and Chief Gordon, the proposed renovations to the administrative space in the Village Hall. We support the relocation of the police locker room and related changes to the basement area of the Hall as well as the conversion of Chief Gordon's current office space into additional administrative space for the Village Police Force.

In addition, we support the relocation of Chief Gordon's office but with one idea for improvement: the addition of a door (potentially a half-door) that opens into the hallway to make Chief Gordon somewhat more accessible to the public he serves. We understand his job is not a public relations job and we are sensitive to his needs for a quiet space in which to do his work. However, since Village residents support the police force with their tax dollars, we do believe his office should be more accessible than the proposed plans allow. We feel that a half-door with blinds would accommodate this request.

The Building Facilities Commission is concerned that the reconfigured office space has forced file storage into the public hallway. That space was originally intended for table and chair storage. The permanent housing of files in that space has forced the tables and chairs to be stored in the public spaces of the Hall. While not exactly pretty, this arrangement works for now. We have been talking with Geoff about a more permanent solution and hope to resolve this issue soon.

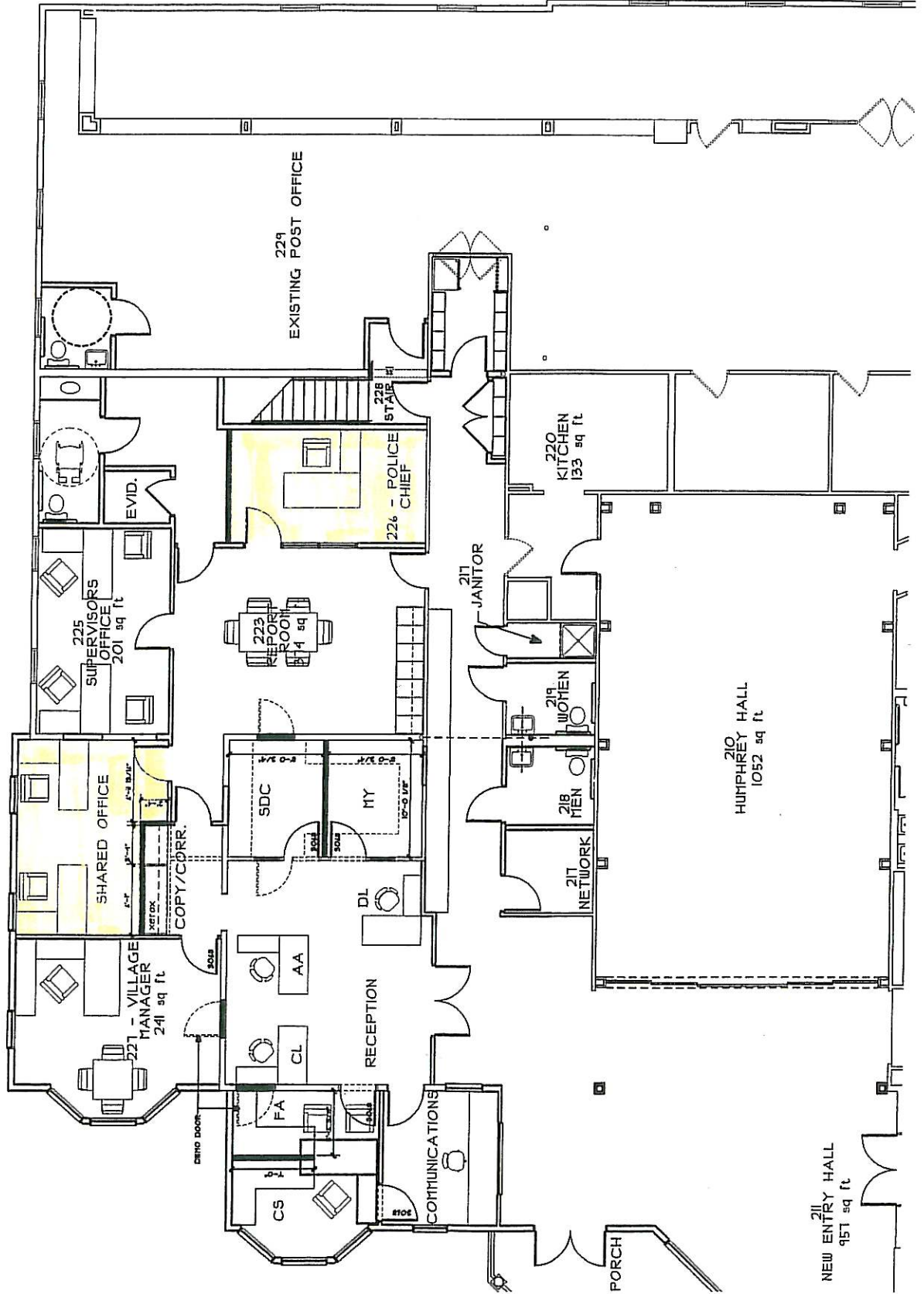
EXISTING ONDITIONS

UPPER LEVEL



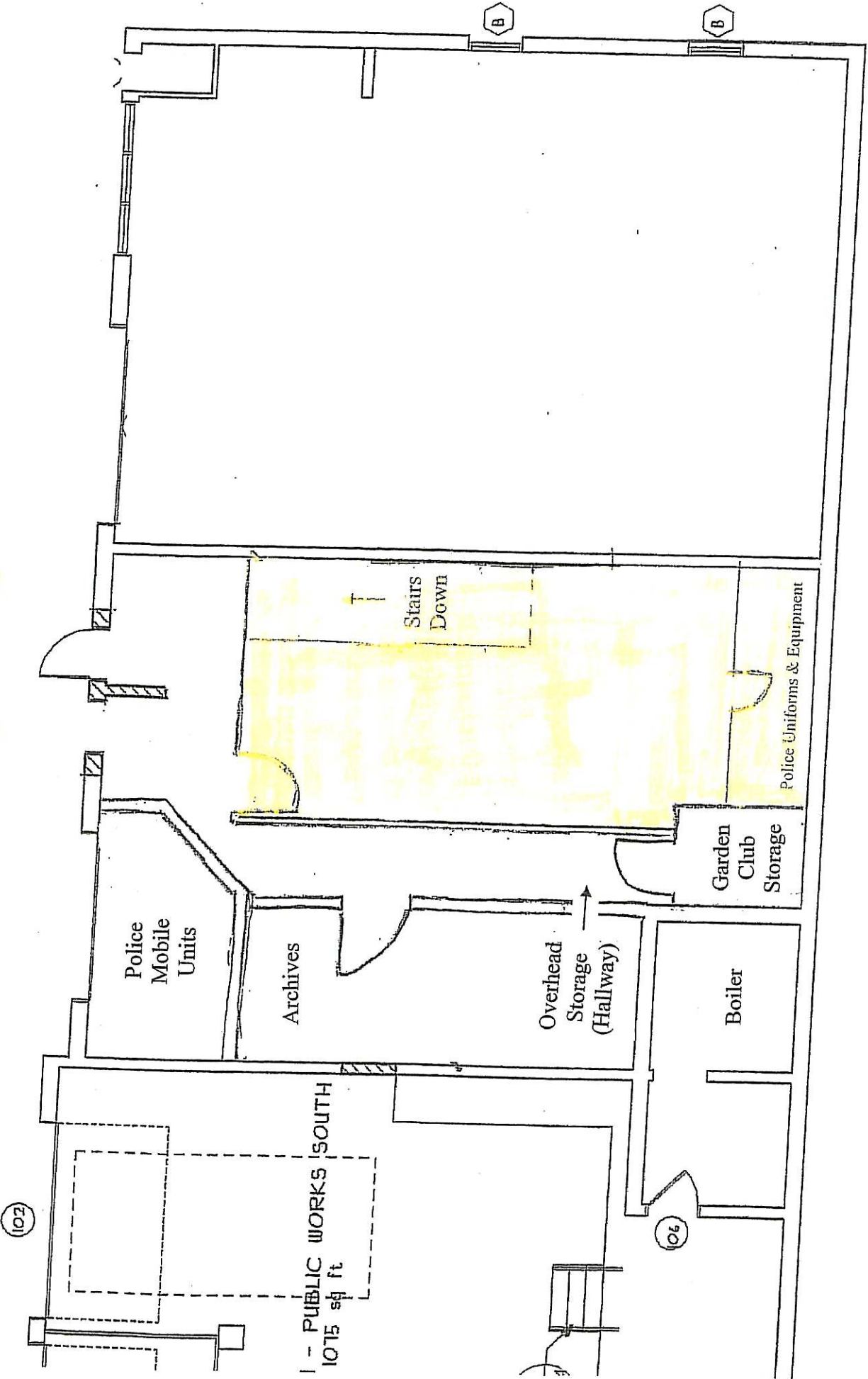
PROPOSEL CONDITIONS

UPPER LEVEL



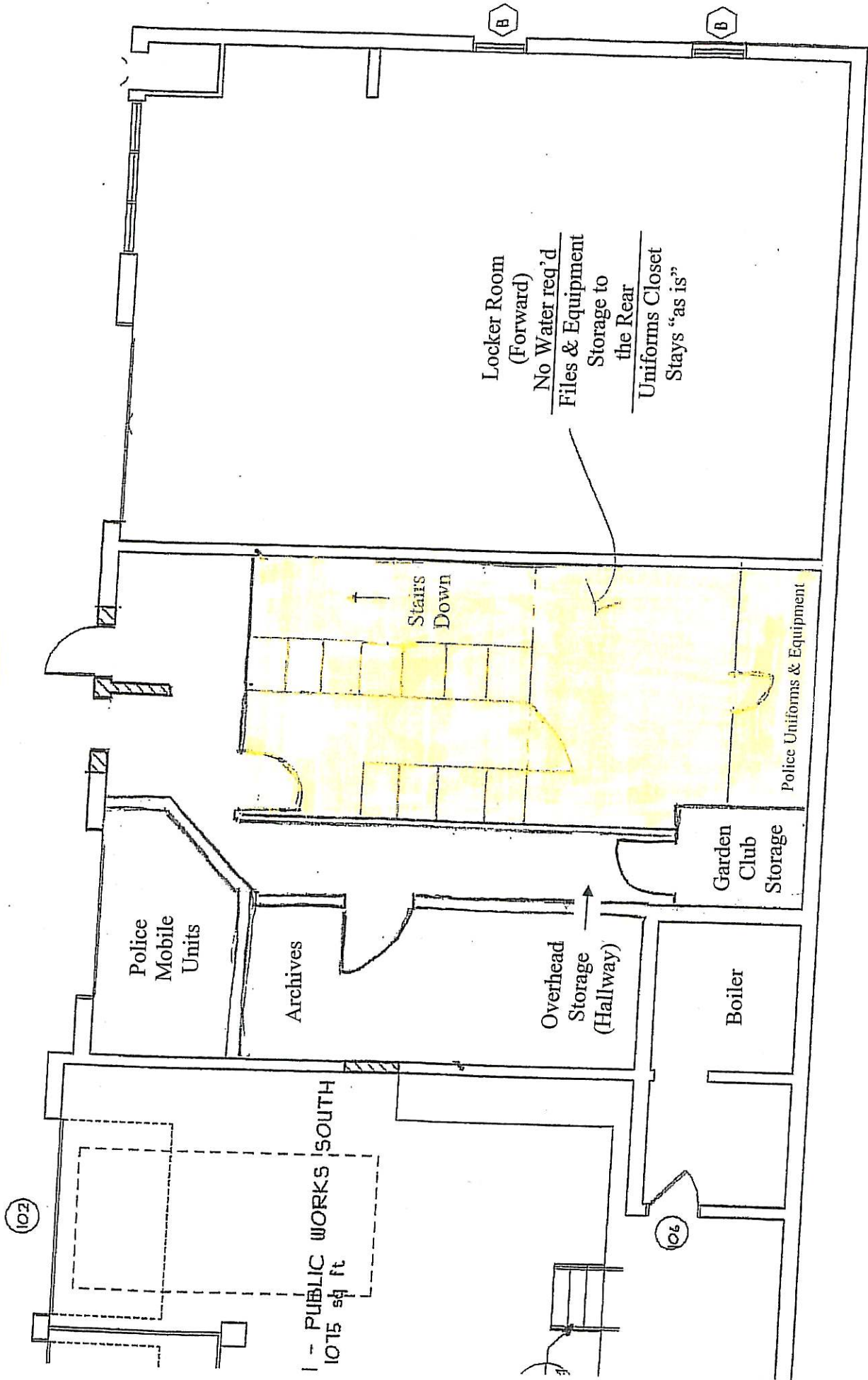
EXISTING CONDITIONS

LOWER LEVEL



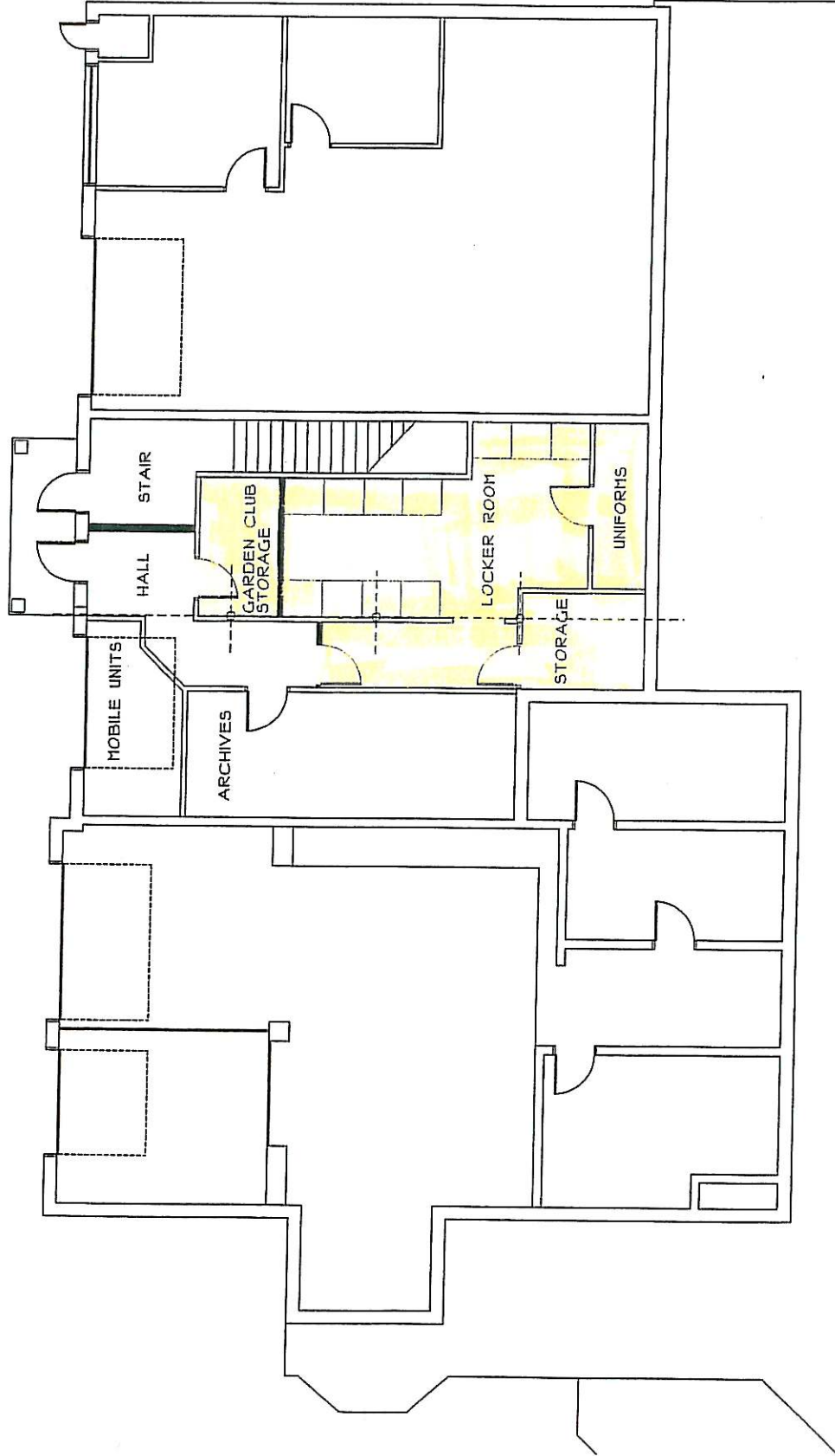
PROPOSED COLLECTIONS A

LOWER LEVEL



PROPOSED CONDITIONS B

LOWER LEVEL



PROPOSED CONDITIONS C

LOWER LEVEL

